TREASURY TODAY

Treasury Open House

The next Treasury Open House will take place on Wednesday, April 21st from 5:00 p.m. to 7:00 p.m.. This is an opportunity for you to meet Treasury staff in an informal setting. You will be able to see how data is entered in CUFS. In addition, an overview of the system will be available from the System's Administrator. R.S.V.P. by calling Judy at 4938.

Payroll

Just a reminder that the Payroll Office counter hours are from 10:30 a.m. to 3:30 p.m., Monday to Friday.

Direct Deposit is available for all employees (e.g. casuals, full-time, part-time). For more information, call 848-4920.

Research & Special Funds

Our office hours for inquiries are now from 10:30 a.m. to 3:30 p.m., Monday to Friday. Please call us between these hours if you have questions or wish to make an appointment.

We would like to thank the University community for cooperating in properly completing expense reports, cheque requisitions and invoices. This allows us to promptly forward the documentation to Accounts Payable for payment.

General Accounting

Please note that Ida Gold, our Assistant Accountant, is on sick leave. For any general accounting questions, please contact either Joanne Gagné, Acting Assistant Accountant (4927) or Eric Patton (4931). If you are sending us any documentation, the mailing address is GM-700.

In anticipation of year-end, please review your ledgers now and advise us of any adjustments.

Accounts Payable

Spring is here and year-end is fast approaching. As we all start our "Spring Cleaning", please feel free to contact us (4930) for any problems involving our unit.

When submitting subscriptions or membership fees for payment, or if you require other information to be sent to a supplier, please **provide us with two copies of your backup documentation.** This way, we can forward the original to the vendor and keep a copy with the backup of the cheque.

Budget Office

As we begin the CUFS process of "rolling over" existing operating budgets into fiscal 1993/94, the opportunity now exists to reallocate or re-spread budgets. Please contact Irvin (4939), Donna (4936) or Robert (4984) for a BUDGET PREPARATION FORM. This form should be returned to the Budget Office as soon as possible. Please do not hesitate to contact us if we can be of any assistance.

Our 2 ¢

Congratulations to Lynn Northrup in Accounts Payable who is expecting her second child in October.

Please note that included in your package is a memo containing important information related to the year-end closing on May 31.

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